



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY ENGINEER SCHOOL  
320 ENGINEER LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO  
ATTENTION OF

ATSE-Z

25 JUL 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #01-01, Delegation of Signature Authority

1. REFERENCE. AR 25-50, Preparing and Managing Correspondence.
2. PURPOSE. To establish a signature authority policy for the U.S. Army Engineer School.
3. GENERAL. Assistant Commandants and directors may delegate signature authority, but not responsibility. Each Assistant Commandant and director is ultimately responsible for the activities of his or her directorate or staff.
4. POLICY.
  - a. Incumbents of positions listed below are delegated "FOR THE COMMANDANT" signature authority to take final action on policy matters within their functional areas of responsibility, and to issue orders in their own name to carry out assigned responsibilities:
    - (1) Assistant Commandant , USAES
    - (2) Deputy Assistant Commandant, USAES
    - (3) Deputy Assistant Commandant, USAR, USAES
    - (4) Deputy Assistant Commandant, ARNG, USAES
    - (5) Directorate of Training, USAES
    - (6) TRADOC Systems Manager
    - (7) TRADOC Program Integration Office-Terrain Data
  - b. "FOR THE COMMANDANT" signature authority will not be further delegated.
  - c. As a general rule, individuals will sign replies at a level no lower than the signing level on the incoming correspondence. Assistant Commandants and directors will only sign correspondence dealing with items that fall under their normal responsibilities.
  - d. When signature authority is delegated to a subordinate, the subordinate will use an authority line to show for whom he or she is signing (e.g., FOR THE DIRECTOR OF TRAINING; FOR THE DEPUTY ASSISTANT COMMANDANT).
  - e. Subordinates who have the signature authority of a director or principal staff officer may not further delegate this authority. Subordinates officially performing duties during an incumbent's absence may exercise signature authority of that incumbent.
  - f. Delegated authority is automatically canceled upon the incumbent's change of duty. Upon change of command, all delegations are subject to review and subject to withdrawal or

ATSE-Z


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cancellation. I retain authority to cancel or withdraw delegation of signature authority at any time.

g. Unless authorized in writing, subordinate staff personnel will not sign for the Commandant, Assistant Commandant, directors, or principal staff officers.

h. Copies of "FOR THE COMMANDANT" correspondence will be forwarded to the Executive Services Office, SGS, for inclusion in the Command Reading File.

5. PROPONENCY. The proponent for this policy memorandum is the Secretary of the General Staff, 563-6145.



ANDERS B. AADLAND  
Major General, USA  
Commandant

DISTRIBUTION:  
Engineer School,  
1st Engineer Brigade